



# LME Secondary Materials Sourcing Attestation Form

Reporting template for LME-listed brands, version 3

Revision date: January 2023

## LME SECONDARY MATERIALS SOURCING ATTESTATION FORM

### Introduction

- The LME Secondary Materials Sourcing Attestation Form (the “attestation form”) is intended for Producers of Brands following the Secondary Materials Track (Track D). These brands must source solely from Secondary Material sources for their feedstock to their LME Brand according to Section 8 of the LME Policy on Responsible Sourcing of LME-Listed Brands (the “Policy”)<sup>1</sup>.
- Producers sourcing Primary Materials should consult the Policy for information on Track A, B, or C and other information relating to compliance. If unable to determine the origin of minerals sourced, Brands will automatically be referred to Track A.
- ISO 14001 and OHSAS 18001 / ISO 45001 (or equivalent certification programmes) are required for all Brands and the first LME reporting date for these additional requirements is 31 December 2023.
- Capitalised terms not otherwise defined in this form shall have the meanings ascribed to them under the Policy.

### Section 1. BRAND INFORMATION

LME Brand Producer name <sup>2</sup>	
LME Brand name(s) <sup>3</sup>	
Reporting Period start date (DD/MM/YYYY)	
Reporting Period end date (DD/MM/YYYY)	
Date of submission (DD/MM/YYYY)	
Address of Brand Producing site	
Website of Brand Producer	
Name of person submitting form	
Job title of person submitting form	
Phone number	
Email address	

<sup>1</sup> The Policy may be found here: <https://www.lme.com/en/About/Responsibility/Responsible-sourcing#policy-documents>

<sup>2</sup> This may be found on the list of LME Approved Brands: <https://www.lme.com/en/physical-services/brands/approved-brands>.

<sup>3</sup> Most often each Brand will require a unique form. However, if multiple Brands are produced by the same Producer and the responses to the questions are identical for all said Brands, one form may be submitted for all Brands.



**Section 2. SUPPORTING INFORMATION**

Please answer the following questions about the sourcing practices of the Producer. In addition to the information provided, please include with your submission any other documentation deemed relevant.

1. Describe the Producer’s methods to ensure Input Materials sourced during the Reporting Period are 100% Secondary Materials. Examples of assurance methods include, but are not limited to, conducting site inspections or independent audits of suppliers.

2. Describe the corporate level checks the Producer conducts on its suppliers. This is also known as Know Your Client/Counterparty (“KYC”) and is typically undertaken before entering into a business relationship with a supplier. If the Producer implements a management system (as set out in the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas, page 36), please describe the management system and give examples.



**Section 3. DECLARATION**

I confirm on behalf of \_\_\_\_\_ [*insert the name of the Producer of the registered Brand*] that the information in this attestation form is true, accurate, and complete, and, furthermore, that \_\_\_\_\_ [*insert Brand name*] Brand sourced 100% Secondary Materials for its feedstock in this Reporting Period.

**Authorised Signatory\* signature:** \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Authorised Signatory** – an individual with the capacity and authority to sign this form on behalf the organisation

